

Refund Missed Meals (RMM)

Introduction This guide provides the procedures for Refunding Missed Meals (RMM) in Direct Access.

Before you Begin Do not future date a start/stop for a Meal Rate Request beyond the current open payroll calendar. Example: End-Month March Calendar is open = do not enter a start/end date beyond 31 March; Mid-Month April Calendar is open = do not enter a start/end date beyond 15 April. For long periods of Meal Rate refunds, the SPO will need to either submit the transaction per pay calendar, or one time for the entire month during the end-month Calendar.

Do not submit a Meal Rate Request for periods of leave. Doing so will duplicate reimbursement and cause an overpayment to the member. The leave transaction will automatically reimburse missed meals for the leave period.



Procedures See below.

Step	Action
1	<p>Select the Meal Rate link from the Payroll Requests pagelet located on the Requests tab.</p>  <p>The screenshot shows the 'Requests' tab selected. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'Submit a Delegation Request', and 'Submit a Drill Request'. Under 'Payroll Requests', there are links for 'View My Requests', 'Absence Request', 'Civilian Clothing Allowance', 'Suppl Clothing Allowance', 'Officer Uniform Allowance', 'Diving Duty Pay', 'Foreign Language Pay', 'Hazardous Duty Pay', 'Family Separation Allowance', 'Advance Pay', 'Advance Liquidation Schedule', 'SDAP', 'Meal Rate' (highlighted with a red box), 'Cadet ICA', 'Hostile Fire Pay', 'Combat Tax Exclusion', 'Career Sea Time Override', 'Career Sea Pay Premium', 'Hardship Duty Pay', 'Pay Corrections', 'Career Sea Pay on TDY', 'Responsibility Pay on TDY', and 'Cadet COMRATS'.</p>

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Refund Missed Meals (RMM), Continued

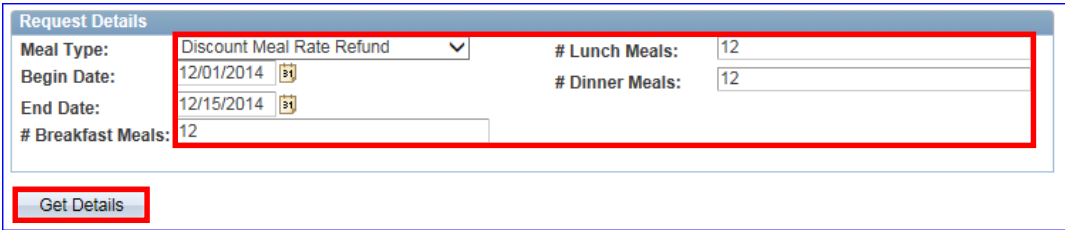
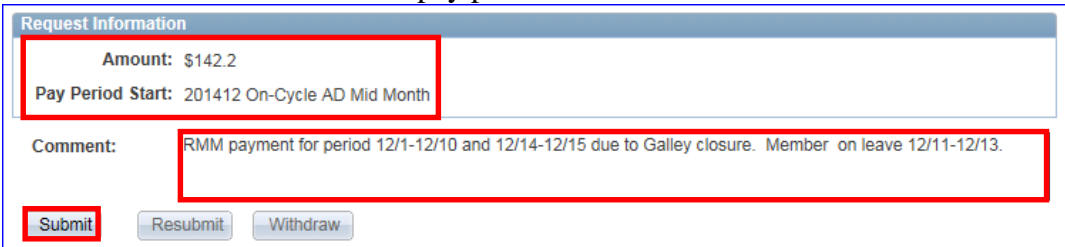
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click the Add button.</p> <div data-bbox="320 524 1222 880"> <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID: <input type="text" value="1234567"/> </p> <p>Empl Record: <input type="text" value="0"/> </p> <p>Add</p> </div>
3	<p>The Action Request - Submit Meal Rate page will display.</p> <div data-bbox="320 949 1398 1608"> <p>Action Request</p> <p><u>Submit Meal Rate Request</u></p> <p><u>Yosemite Sam</u></p> <p>This Action Request is used to:</p> <ul style="list-style-type: none"> Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM). Pay Commuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed. Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period. Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided. <ol style="list-style-type: none"> Choose a Meal Type. Enter a Begin Date. <ul style="list-style-type: none"> Cadet Comuted Rations: Date entitlement begins. Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.) Discount Meal Rate Refund: First day government meals are missed. Fractional COLA Meal Rate: First day government meals are missed. Enter an End Date. <ul style="list-style-type: none"> Cadet Comuted Rations: Date entitlement ends. Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.) Discount Meal Rate Refund: Last day government meals are missed. Fractional COLA Meal Rate: Last day government meals are missed. For Discount Meal Rate Refund & Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals. Click Details. Enter Comment(s) and submit for approval. </div> <p>The Printed instructions on this page outline eligibility criteria and specific guidance for completing the transaction.</p>

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Refund Missed Meals (RMM), Continued

Procedures,
continued

Step	Action
4	<p>Enter the following information:</p> <ul style="list-style-type: none"> Meal Type: Click the Meal Type drop-down and select Discount Meal Rate Refund. Begin Date: Enter the first day government meals are missed. End Date: Enter the last day government meals are missed. # of Breakfast, Lunch and Dinner Meals: Enter the total number of each meal the member is to receive a refund.  <p>Click the Get Details button.</p>
5	<p>The Request Information section will be updated:</p> <ul style="list-style-type: none"> Amount: Identifies the actual amount will be calculated by payroll. Pay Period Start: Identifies the first payment will be calculated for the December 2014 Mid Month pay period.  <p>Enter specific comments for the SPO Auditor, dates and specific reason for payment of RMM, then click the Submit button.</p>
6	<p>The Request Status has been updated to Pending and has been forwarded to the SPO Auditors for approval.</p> 